Common Origination and Disbursement

COD Processing Update

For Pell Grants

May 19, 2006

Pell Grants

COD News

COD System Maintenance Planned For Sunday, May 21, 2006 (05/17/06)
The COD System will undergo routine maintenance on Sunday, May 21, 2006 from 2:00 A.M. until 8:00 A.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

NEW!

COD Holiday Schedule For May 29, 2006 (05/19/06)
The COD School Relations Center will be closed on Monday, May 29, 2006 in observance of the Memorial Day holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on May 29, 2006, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, May 30, 2006.

Further information regarding Memorial Day processing and customer service hours for COD and other Federal Student Aid/ED call centers will be posted in an Electronic Announcement on the IFAP Web site (www.ifap.ed.gov).

UPDATED!

Pell Grant 2006-2007 Initial Authorization For Advanced Funded Schools [05/16/06 (Updated 05/19/06)]
As explained in an Electronic Announcement that is posted to the IFAP Web site, the Department of Education has used a shortfall appropriation to cover part of the Pell Grant Initial Authorization for the 2006-2007 Award Year, for schools that receive Pell Grant funds under the advanced funding method. For this reason, the funding of the Initial Authorization, known in the Common Origination and Disbursement (COD) System as Current Funding Level (CFL), was slightly different than it has been in the past.

The funding has been done in two parts as follows:

- We have generated an Electronic Statement of Account (ESOA) that lists the amount of a school's Initial CFL for the 2006-2007 Award Year and have sent it to the school's Student Aid Information Gateway (SAIG) mailbox (Message Class PGAS07OP). This amount is slightly less than the school received for the 2005-2006 Award Year.

- We have generated an increase and a second ESOA that is nearly identical to the amount the school first received. We have sent the second ESOA to the school's SAIG mailbox (Message ClassPGAS07OP).

- Now that both parts of this process have been completed, the sum of the first amount and the second amount should be more than a school's Initial CFL for the 2005-2006 Award Year.

Note: Schools participating in the Just-in-Time pilot and schools on Reimbursement, Heightened Cash Monitoring 1 (HCM1), or Heightened Cash Monitoring 2 (HCM2) have not received an Initial CFL. These schools are eligible for a CFL once actual disbursements have been accepted and posted. A new ESOA is sent to a school each time its CFL amount changes.

For additional information, refer to the Electronic Announcement that is posted on the IFAP Web site (http://www.ifap.ed.gov/eannouncements/051606InitialAuthorizationforAdvancedFundSchools.html). If you have any questions about your school's Initial Authorization, contact the COD School Relations Center.

NEW!

Unlocking And Resetting COD Web Site Passwords (05/19/06)
COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, www.cod.ed.gov, and complete the following steps:

Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.

Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.

Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.

Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.

Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.

Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.

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Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.

Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html.

HERA Guidance Available On IFAP Web Site (05/08/06)
Federal Student Aid has been evaluating and finalizing the operational changes that must be made to its student aid processes and procedures to implement the provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. Federal Student Aid appreciates the financial aid community's patience and understanding over the past few months as it completed this work.

Communications related to the HERA will be posted on the Information for Financial Aid Professionals (IFAP) Web site (www.ifap.ed.gov). These communications include policy and operational guidance that impacts all student aid programs, systems, and processes. To assist users in easily locating HERA-related communications, they are available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site. (The link is at the top of the "On-Line References" section.)

Federal Student Aid will post guidance related to the Central Processing System (CPS), Common Origination and Disbursement (COD) System, and EDExpress Suite, as Electronic Announcements. The summary for these Electronic Announcements will begin with "HERA Operational Implementation Guidance (CPS, COD System, EDExpress Suite)" so that they can be distinguished from other types of guidance. As explained above, the Electronic Announcements will be available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site.

Currently, there is policy and operational guidance related to the HERA posted on the IFAP Web site. Additional guidance will be posted as it becomes available. Please plan to check the IFAP Web site on a regular basis.

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Reports And Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Pell Data Requests—

  Electronic Statement of Account
  Multiple Reporting Record
  Pell POP Report
  Reconciliation Report
  Verification Status Report
  Year-To-Date Record

  COD may return COD Edit 609 (Requested/Matching Data Not Found) when a user submits a data request via batch or the COD Web site during a 4 ½ hour period each Monday through Friday night beginning at 10:00 P.M. (ET) and ending at 2:30 A.M. (ET) the next morning. This edit may be returned because the COD System is running its overnight processing/posting during the specified period, and, as a result, some data may not be available for the report. Users can avoid this potential situation by submitting data requests outside the specified period. COD apologizes for any inconvenience this may cause users. (04/19/06)

- Pell Year-to-Date (YTD) Records—

  The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

  - For rebuilds for the 2005-2006 Award Year, the school can submit the data request via the COD Web site or batch.

  - For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]